



COMMONWEALTH OF MASSACHUSETTS
TOWN OF WELLESLEY
APPLICATION FOR CERTIFICATE OF INSPECTION
Public Safety Certificate

Certificate Number: _____

Date: _____
() Fee required
() No Fee Required

Note: Please print legible, fill out the information below. If any information below is incorrect please cross it out and enter the correct information. Information has to be correct or the inspection cannot be performed.

In accordance with the provisions of the Massachusetts State Building Code Section 110.7, I hereby apply for a Certificate of Inspection for the below named premises located at the following address:

1. Name of Premises _____
2. Street No. & Name _____
Building Name/ Use _____

3. Applicant Information

Name _____
Address _____
City/Town/Zip _____

Applicant Phone# _____

4. List all required licenses or permits associated with the business:
Licenses or Permits _____

Issuing Agency _____

5. Name of Applicants Agent _____

Print Name _____
Phone # _____

6. Signature of Applicant or Authorized Agent: _____

Print Name _____
Signature _____
Title _____

7. Property Owner Name _____
Property Owner Address _____

Payment Instructions:

Please make check payable to the Town of Wellesley and submit with the application to the address below:

Wellesley Building Department
525 Washington Street
Wellesley, MA 02482



Building Department

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY • MA 02482-5992
781-431-1019 EXT. 2228 FAX 781-283-5724

Michael T. Grant
Inspector of Buildings
Zoning Enforcement Officer
Public Safety Officer

Erik Tardif
Local Building Inspector
Asst. Zoning Enforcement Officer

Michael R. Sweeney
Wiring Inspector

George Lessard
Plumbing & Gas Inspector

Russell Wheeler
Local Building Inspector
Asst. Zoning Enforcement Officer

Date: _____

Name: _____

Address: _____

City/ State: _____

RE: Certificate of Inspection

Business Name: _____

This is a reminder on what the Building Department will be inspecting for on your Annual Certificate of Inspection, which is required by the Massachusetts State Building Code. Please follow the suggestions listed below for a problem free inspection.

- 1. Keep all current fire suppression and fire alarm reports in a folder, for all parties involved to have access on the day of inspection.**
2. Appoint an agent who knows the inspection process.
3. Have all fire suppression systems, Ansul Systems, Fire Extinguishers, etc, tagged properly and mounted in the correct locations.
4. All exit signs in the proper location.
5. All emergency lighting operational.
- 6. All means of egress clear and unobstructed.**
7. Any new furniture tagged with the proper fire ratings (Cal 133 for un-sprinkled and Cal 117 for buildings with sprinklers).
- 8. Keep in mind any violation from previous years and try not to repeat.**
9. Keep this list in a visible location.
- 10. All buildings with exterior bridges, walkways, fire escapes and egress balconies will need inspection results in accordance with section 102.2.2.4 of 780 CMR 8th Edition. Inspection results are completed every five years.**